

## Monitoring Applications

The Subgrantee must monitor their submitted applications to determine if any further action is required or to track the progress of the application. This section will explain how to view submitted applications, view awarded subgrants, and perform revision requests.

**Step 1** – Under the Manage Applications area on the left of the screen , Click on “Monitor”

Logged in as Jill Jaundice Last Login 10-05-2007 | Session Expires in 17 mins

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### Monitor Submitted Applications

Applications that you have access to are listed below and can be viewed by clicking on the View link. Applications that need revision can be revised by clicking on the Update link.

Displaying 1-5 of 18

Show 5

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	<a href="#">PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)</a>	ANTONIA - 7183	ANTONIA	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00005(0) (LA-7183-PW-00002)</a>	Iowa Public Building	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0026</a>	IOWA JUNCTION - 7183	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00004(0) (LA-7183-PW-00001)</a>	Overtime City Wide	BUNKIE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0025</a>	Test for Allen Parish Police - 7183	Test for Allen Parish Police	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>

## SUBGRANTEE User Guide

**Step 2** – The Submitted Applications are listed on the screen. Look at the “Status” column to determine the status of the application.

The screenshot shows a web browser window titled "Federal Emergency Management Agency E-Grants - Microsoft Internet Explorer". The address bar shows the URL: <https://tdl.isource.fema.gov/emmie/applicationsList.do?topTile=commonHeader&bottomTile=commonFooter&menuTile=subgHomeMenu&loc=menu&vo.menu=subgMonitor>. The page is logged in as Jill Jaundice, last login 10-05-2007, with a session expiration of 17 minutes. The page title is "Monitor Submitted Applications".

On the left, there is a sidebar with the following links:

- Manage Applications
  - Create
  - Update
  - Monitor
- Blank Applications
  - Print

The main content area displays a table of applications. Above the table, it says "Displaying 1-5 of 18" and "Show 5" with a "Go" button. A "Search" button is also present. The table has the following columns:

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	<a href="#">PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)</a>	ANTONIA - 7183	ANTONIA	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00005(0) (LA-7183-PW-00002)</a>	Iowa Public Building	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0026</a>	IOWA JUNCTION - 7183	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00004(0) (LA-7183-PW-00001)</a>	Overtime City Wide	BUNKIE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0025</a>	Test for Allen Parish Police - 7183	Test for Allen Parish Police	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>

At the bottom of the table, there are navigation buttons: "First", "<< Prev", "Next 5 >>", and "Last 5".

## SUBGRANTEE User Guide

**Step 3** – To view the application, click on the “View” link on the far right side of the screen

The screenshot shows a web browser window titled "Federal Emergency Management Agency E-Grants - Microsoft Internet Explorer". The address bar shows the URL: <https://tdl.isource.fema.gov/emmie/applicationsList.do?topTile=commonHeader&bottomTile=commonFooter&menuTile=subgHomeMenu&loc=menu&vo.menu=subgMonitor>. The page is titled "Monitor Submitted Applications".

Logged in as Jill Jaundice Last Login 10-05-2007 | Session Expires in 17 mins

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**Manage Applications**

- Create
- Update
- Monitor

**Blank Applications**

- Print

Applications that you have access to are listed below and can be viewed by clicking on the View link. Applications that need revision can be revised by clicking on the Update link.

Displaying 1-5 of 18

Show 5 Go Search

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	<a href="#">PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)</a>	ANTONIA - 7183	ANTONIA	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00005(0) (LA-7183-PW-00002)</a>	Iowa Public Building	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0026</a>	IOWA JUNCTION - 7183	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00004(0) (LA-7183-PW-00001)</a>	Overtime City Wide	BUNKIE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0025</a>	Test for Allen Parish Police - 7183	Test for Allen Parish Police	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>

First << Prev Next 5 >> Last 5

## SUBGRANTEE User Guide

A screen similar to the following will be displayed. Click on the “View” link to view a section of the application:

https://tdl.isource.fema.gov - View sections - Microsoft Internet Explorer

PA-06-LA-7183-RPA-0027

Applicant Name:	ANTONIA	Application Title:	ANTONIA - 7183
Period of Performance Start:	06-17-2007	Period of Performance End:	

**View Pre-Application (RPA) Sections**

Application Title: ANTONIA - 7183  
Application Number: PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)  
Application Type: Pre-Application (RPA)

To view an application section, click on the appropriate link below. To print sections, select them and click the *Print* button.

Select	Application Section	Action
<input type="checkbox"/>	Preparer Information	<a href="#">View</a>
<input type="checkbox"/>	Contact Information	<a href="#">View</a>
<input type="checkbox"/>	Applicant Information	<a href="#">View</a>
<input type="checkbox"/>	General Information	<a href="#">View</a>
<input type="checkbox"/>	Damage Categories	<a href="#">View</a>
<input type="checkbox"/>	PNP Worksheet	<a href="#">View</a>
<input type="checkbox"/>	Comments and Attachments	<a href="#">View</a>
<input type="checkbox"/>	Form 90-49	<a href="#">View</a>
<input type="checkbox"/>	Entire Application	<a href="#">View</a>

**Step 4** – At the bottom of this screen are two history reports: Application History and Workflow History. To view the Application History, click on the view link next to it:

Conditions, Application History and Workflow History

Application History	<a href="#">View</a>
Workflow History	<a href="#">View</a>

## SUBGRANTEE User Guide

The following screen is displayed:

https://tdl.isource.fema.gov - Federal Emergency Management Agency E-Grants - Microsoft Internet Explorer

### Pre-Application History

ANTONIA: [PA-06-LA-7183-RPA-0027](#)

Program:	PUBLIC ASSISTANCE	Contact Name:	Jill Jaundice	Participated in PDA (Yes/No):	
Disaster Number:	7183	Contact Phone:	344-343-4567	State Tax Number:	
Applicant ID :	043-02445-00	Contact Email:	christopher.yambor@dhs.gov	Applicant County:	Grant
Applicant Type:	City or Township Government	City/State:	lafayette-LA		
Subdivision Name :		Damage Category:			

User	Date/Time	Reason
John Jaundice	09-28-2007 15:02 PM GMT	Grantee submitted the application for FEMA Review
Jill Jaundice	09-28-2007 14:57 PM GMT	Subgrantee submitted the application for Grantee Review

Go Back Close Window Print

To view the Workflow History, click on the view link next to it:

Conditions, Application History and Workflow History	
Application History	<a href="#">View</a>
Workflow History	<a href="#">View</a>

Close Window

The following screen is displayed:

https://tdl.isource.fema.gov - Federal Emergency Management Agency E-Grants - Microsoft Internet Explorer

### Pre-Application Workflow History

ANTONIA: [PA-06-LA-7183-RPA-0027](#)

Program:	PUBLIC ASSISTANCE	Contact Name:	Jill Jaundice	Participated in PDA (Yes/No):	
Disaster Number:	7183	Contact Phone:	344-343-4567	State Tax Number:	
Applicant ID :	043-02445-00	Contact Email:	christopher.yambor@dhs.gov	Applicant County:	Grant
Applicant Type:	City or Township Government	City/State:	lafayette-LA		
Subdivision Name :		Damage Category:			

No.	Queue	User	Date/Time	Reason	Reviewer Comments
3	<a href="#">RPA Review</a>	BAGGARLY WILFRED	09-28-2007 15:57 PM GMT	RPA reviewer checked-out the application	
2	Application	Jaundice John	09-28-2007 15:02 PM GMT	Grantee submitted the application for FEMA Review	
1	Application	Jaundice Jill	09-28-2007 14:57 PM GMT	Subgrantee submitted the application for Grantee Review	

Go Back Close Window Print

## SUBGRANTEE User Guide

**Step 5** – To view awarded subgrants associated with an applicant, click on the “View Awarded Subgrants” link.

The screenshot shows the 'Monitor Submitted Applications' page. The left sidebar contains links for 'Manage Applications' (Create, Update, Monitor, Blank Applications, Print) and 'Blank Applications' (Print). The main content area has a title 'Monitor Submitted Applications' and a description: 'Applications that you have access to are listed below and can be viewed by clicking on the View link. Applications that need revision can be revised by clicking on the Update link.' Below this is a table of applications. The table has columns: Disaster Number, Application Number, Application Title, Applicant Name, Authorize/Revoke Access, Status, and Action. The table displays 5 records. The first record is highlighted with a red dashed circle around the 'View Awarded Subgrants' link in the Action column. Below the table are navigation buttons: First, << Prev, Next 5 >>, and Last 5.

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	<a href="#">PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)</a>	ANTONIA - 7183	ANTONIA	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00005(0) (LA-7183-PW-00002)</a>	Iowa Public Building	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-RPA-0026</a>	IOWA JUNCTION - 7183	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PW-00004(0) (LA-7183-PW-00001)</a>	Overtime City Wide	BUNKIE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-RPA-0025</a>	Test for Allen Parish Police - 7183	Test for Allen Parish Police	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>

The following screen will be displayed:

The screenshot shows the 'List of Awarded Subgrant Applications' page. The left sidebar contains links for 'Manage Applications' (Create, Update, Monitor, Blank Applications, Print) and 'Blank Applications' (Print). The main content area has a title 'List of Awarded Subgrant Applications' and a description: 'All awarded subgrant applications for [PA-06-LA-7183-RPA-0006](#) are listed below. To view a subgrant application, click on the Application Number. To create the Project Application Grant Report(P.4), select one or more Subgrant Applications from under the Select column and click on the Create P.4 Report button.' Below this is a table of applications. The table has columns: Select, Application Number, Application Title, Applicant Name, Project Size, Fed Share Awarded, and Percentage Completion. The table displays 0 records. Below the table are navigation buttons: First, << Prev, Next >>, and Last. There are also links for 'Select All' and 'Clear All'. At the bottom, there are buttons for 'Go Back' and 'Create P.4 Report'.

Select	Application Number	Application Title	Applicant Name	Project Size	Fed Share Awarded	Percentage Completion
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## Revision Requests

Revision Requests are applications that have been returned for revision by either the grantee or FEMA. They are listed in the Monitor Submitted Applications area (as well as the pending items in the center of the Manage Applications Homepage).

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Homepage | Edit Profile | Change Password | Logout

**Monitor Submitted Applications**

Applications that you have access to are listed below and can be viewed by clicking on the View link. Applications that need revision can be revised by clicking on the Update link.

Displaying 1-20 of 21

Show 20 Go Search

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	<a href="#">PA-06-LA-7183-PV-00010(0)P</a>	ROAD DAMAGE	IOWA JUNCTION	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-PV-00009(0)P</a>	Repair bridge abutment	CASTILLE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>
7183	<a href="#">PRE-LA-7183-0002</a>	GRANDSTAFF - 7183	GRANDSTAFF	<a href="#">View Details</a>	Revision Requested By Grantee	<a href="#">Update</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)</a>	ANTONIA - 7183	ANTONIA	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PV-00005(0) (LA-7183-PV-00002)</a>	Iowa Public Building	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a>
7183	<a href="#">PA-06-LA-7183-RPA-0026</a>	IOWA JUNCTION - 7183	IOWA JUNCTION	<a href="#">View Details</a>	Approved By FEMA	<a href="#">View</a> <a href="#">View Awarded Subgrants</a>
7183	<a href="#">PA-06-LA-7183-PV-00004(0) (LA-7183-PV-00001)</a>	Overtime City Wide	BUNKIE	<a href="#">View Details</a>	Submitted To FEMA	<a href="#">View</a>

Click on the “Update” link under the Action Column and the following screen is displayed:

Logged in as Jill Jaundice Last Login 10-25-2007 | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

**Pre-Application (RPA)**

**Application Status**

Application **100%** complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application.

Revision Request Date:	10-25-2007
Revision Deadline:	10-29-2007
Revision From:	John Jaundice
Comments:	The address and phone number of your application appears to be incorrect. Please correct them and resubmit.

Application Section	Status
Preparer Information	<a href="#">Complete</a>
Contact Information	<a href="#">Complete</a>
Applicant Information	<a href="#">Complete</a>
General Information	<a href="#">Complete</a>
Damage Categories	<a href="#">Complete</a>
PNP Worksheet	<a href="#">Complete</a>
Comments and Attachments	<a href="#">Complete</a>

Continue

Make the revisions that are detailed in the comments and resubmit the application.